



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 04-56

17 SEP 04

**SCHEDULING "USE OR LOSE" LEAVE TO AVOID FORFEITURE**

**EXPIRATION 8 JANUARY 2005**

1. This TAAI is a reminder that "use or lose" annual leave must be scheduled on or before **27 November 2004** to avoid forfeiture.
2. The maximum amount of annual leave that can be carried forward into a new leave year is 240 hours. Federal regulations require forfeiture of annual leave in excess of 240 hours after the last day of the current leave year, which is 8 January 2005.
3. All Technicians should check the "use or lose" block on their current Leave and Earning Statement. If the block shows any amount of leave, an OPM-71, Request for Leave or Approved Absence, must be submitted for the amount shown as soon as possible, but not later than 27 November 2004. If a technician fails to request leave by 27 November 2004 and fails to use their use or lose annual leave prior to 8 January 2004, they will **not be entitled to have any lost leave restored**.
4. Submit your leave request(s) to your supervisor. Depending on workload assignments, your supervisor will determine whether your leave request can be approved for the time requested.
5. Annual leave can be restored in excess of the maximum leave ceiling if the leave was forfeited because of an administrative error (determined by the agency); exigency of the public business (agency determines that an exigency is of major importance and that excess annual leave cannot be used); or because of sickness (annual leave could not be scheduled because of illness or injury that was of such duration excess annual leave could not be rescheduled).
6. If you need additional information, contact Nancy Hamilton, Human Resources Specialist, at CAGNET 63411, DSN 466-3411 or (916) 854-3411.

  
STUART D. EWING  
Captain, CA ANG  
Deputy, Human Resources Officer

**DISTRIBUTION:**

Air: TA  
Army: TA